

Career Transitions

Job Readiness/Computer Literacy Class Schedule

Classes are scheduled each day from 8:30-12:00 and 12:30 to 4:00

For more information call: 388-6701

2008	Monday	Tuesday	Wednesday	Thursday	Friday
Feb.	4 Assessments Intro to Computer/ Typing Tutorials	5 Keyboarding Tutorial Instruction (WORD) Computer Lab Assessments	6 MCIS Keyboarding Tutorial Instruction (WORD) Computer Lab	7 Goal Setting Keyboarding Tutorial Instruction (WORD) Computer Lab	8 Goal Setting Keyboarding Computer Lab (Goals and Literacy Letter)
Feb.	11 Resume/Cover Letter Keyboarding Tutorial Computer Lab (Resume/Cover Letter)	12 Job Search Strategies Keyboarding Tutorial Computer Lab (Potential Employers, Thank you)	13 Applications Keyboarding Tutorial Computer Lab (Applications)	14 Time Management Interviewing Prep Keyboarding Tutorial Computer Lab (Assignments)	15 Workplace Communications Computer Lab (Drafts are due for all assignments today!)
Feb.	18 Interview Video Taping or Work on Assignments Publisher/PowerPoint (only students with all assignments complete)	19 Interview Video Taping Final drafts of assignments due today at noon Keyboarding Tutorial Instruction (Excel) Computer Lab	20 Job Service (meet at the Bozeman Job Service) Keyboarding Tutorial Instruction (Excel) Computer Lab	21 Sexual Harassment Computer Post-Test Keyboarding Tutorial Instruction (Excel) Computer Lab	22 Workplace Attitude/Success Class Completion Celebration 11:30 – 1:00

Please do not schedule any appointments during class times.